

THE STATE TRADING CORPORATION OF INDIA LTD.

KNOW YOUR CUSTOMER (KYC) POLICY

1. Preface

The State Trading Corporation of India Limited (STC) has adopted the Know Your Customer (KYC) Policy as contained herein for implementation by all Divisions and Branches of the Company.

2. Purpose

This Policy lays down the details/particulars/documents to be obtained by STC about potential parties with whom the Company may like to have any business dealing or enter into any contract/agreement/MOU.

3. Definitions

"Party" shall mean and include any Company, Agency, Proprietary Firm, Trust/Foundation, Partnership Firm, Limited Liability Partnership, Individual etc. with whom the Company may like to have any dealing.

"STC" or "Company" means The State Trading Corporation of India Ltd. having its registered and Corporate Office at Jawahar Vyapar Bhawan, Tolstoy Marg, New Delhi or any of its branch/sub-branch office located in various parts of the country.

4. Policy

- a. All Divisions/Branches of STC, before awarding any work order/contract or entering into any agreement/contract//MOU, etc. with any potential party, shall mandatorily obtain certain information/documents about the party as mentioned in the KYC Form annexed to this policy.
- b. The details required in the KYC Form are minimum basic requirement and divisions/branches of STC may ask for additional details/documents from the party keeping in view the specific nature of the transaction, if necessary.
- c. STC or any of its divisions/branches shall not deal with a party, who refuses to share the requisite details in KYC Form.
- d. STC may cross verify the KYC details furnished by the party through available means and the party will have no objection to the same nor will it hold STC responsible for the same in any manner whatsoever.

- e. In case of outsourced services such as Security, Housekeeping, etc., the Company shall obtain KYC details about the concerned agency and shall also obtain a certificate from the agency confirming that the agency has done KYC of all the personnel proposed to be deployed at STC along with their respective KYC details.
- f. Providing KYC details shall not confer any right upon the party to seek orders/contracts from STC and the same shall solely be on commercial consideration and as per applicable rules/guidelines/procedures, etc. of the Company as well as GOI or any other authority.
- g. The KYC details of all existing and new parties shall be updated at least once every year.
- h. This policy shall not apply to dealings with Govt. departments/entities/CPSEs.

5. Date of Effect

This policy will be applicable w.e.f. the date of its approval by the Functional Management Committee of Directors (FMCOD) of STC.

6. Amendments

This policy may be amended anytime with the approval of Chairman and Managing Director of STC. However, replacement of this policy entirely with a new policy shall require the approval of the FMCOD.

7. Disclosure

After its approval by the FMCOD, the policy shall be placed on the website (www.stclimited.co.in) of the Company.

8. General

Notwithstanding anything contained in this policy, the Company may seek any additional information/documents as may be prescribed under any laws/regulations either existing or arising out of any amendment to such laws/regulations or otherwise and applicable to the Company, from time to time.

KNOW YOUR CUSTOMER (KYC) FORM

1.	Category	<input type="checkbox"/> Individual/Proprietary firm <input type="checkbox"/> Company <input type="checkbox"/> Trusts/Foundations <input type="checkbox"/> Partnership firm / LLP <input type="checkbox"/> Others (Pl. specify)	Passport size photograph of Individual/ Authorized Signatory, if any
1.	Name of the Individual including alias/ Proprietary Firm/ Company/ Trusts/ Foundations/Partnership firm		
2.	Permanent or Registered address Landline Telephone (with STD code) Mobile No. Fax number E-mail		
3.	Principal Business address/es from which business is transacted Landline Telephone (with STD code) Mobile No. Fax number E-mail Website		
4.	Names of Directors/Partners/Proprietor		
5.	Name of Authorized signatory/ies for signing documents relating to the transaction on behalf of the Company/firm.		Please provide copy of Board authorization in favour of authorized signatory in case of companies and specimen signatures of authorized signatory(ies) duly attested by their bankers along with partnership deed or letter of partnership as the case may be (in case of firms).
6.	IEC No. (Not mandatory for individuals)		(Pl. attach copy)
7.	PAN No.		(Pl. attach copy)
8.	GST Registration No.		(Pl. attach copy)

I/We hereby declare that the particulars given herein above are true, correct and complete to the best of my/our knowledge and belief, the documents submitted in support of this Form KYC are genuine and obtained legally from the respective issuing authority. In case of any change in any of the aforementioned particulars, I/we undertake to notify you in writing failing which the above particulars may be relied upon.

Place _____ Signature _____
 Date _____ Official Stamp _____ Name: _____
 Designation: _____

CHECKLIST OF MANDATORY DOCUMENTS TO BE ATTACHED WITH THE KYC FORM

S.No.	Category	Documents Required
1.	Individual/Proprietary firm	<input type="checkbox"/> Copy of Passport <input type="checkbox"/> Copy of Pan Card <input type="checkbox"/> GST Registration No., if applicable <input type="checkbox"/> Copy of Aadhar Card <input type="checkbox"/> Attested copy of Bank Statement (by concerned Branch Manager) <input type="checkbox"/> 2 Photographs of Individual/Authorized signatory
2.	Company	<input type="checkbox"/> Copy of Certificate of Incorporation <input type="checkbox"/> Copy of Memorandum of Association <input type="checkbox"/> Copy of Articles of Association <input type="checkbox"/> Board authorization in favour of the authorized signatory with specimen signatures of authorized signatory (ies) duly attested by their bank <input type="checkbox"/> Copy of telephone bill in the name of the company <input type="checkbox"/> Copy of IEC Certificate <input type="checkbox"/> Copy of PAN of company <input type="checkbox"/> GST Registration No. <input type="checkbox"/> List of Directors <input type="checkbox"/> Copy of DIN of Directors <input type="checkbox"/> Copy of Pan Card of Directors <input type="checkbox"/> Copy of Passport of Directors <input type="checkbox"/> 2 Photographs each of Directors/Partners/Authorized signatories
3.	Trusts/Foundations/ Non-Governmental Organization (NGO)	<input type="checkbox"/> Certificate of registration <input type="checkbox"/> Board authorization in favour of the authorized signatory with specimen signatures of authorized signatory (ies) duly attested by their bank <input type="checkbox"/> Name and contact details i.e. address, telephone, fax no. & e-mail address of the Founder(s), Trustee(s), Director(s), Partner(s) and Beneficiary(ies) etc. <input type="checkbox"/> Any officially valid document to identify the trustees, beneficiaries and authorized signatories / founders/managers/directors <input type="checkbox"/> Resolution of the managing body of the Trust / Foundation <input type="checkbox"/> Copy of telephone bill in the name of Trust/Foundation <input type="checkbox"/> Copy of PAN of Trust / Foundation <input type="checkbox"/> GST Registration No. <input type="checkbox"/> Copy of Trust Deed <input type="checkbox"/> Copy of Trustee Pan Card <input type="checkbox"/> Copy of Trustee Passport <input type="checkbox"/> 2 Photographs each of Directors/Partners/Authorized signatories <input type="checkbox"/>
4.	Partnership firm / Limited Liability Partnership (LLP)	<input type="checkbox"/> Copy of Registration certificate <input type="checkbox"/> Copy of Partnership deed

		<input type="checkbox"/> Authorization in favour of the authorized signatory with specimen signatures of authorized signatory (ies) duly attested by their bank <input type="checkbox"/> Any officially valid document identifying the partners and their addresses <input type="checkbox"/> Telephone bill in the name of firm/partners <input type="checkbox"/> Copy of IEC Certificate <input type="checkbox"/> Copy of PAN of partnership firm <input type="checkbox"/> Copy of PAN of Partners <input type="checkbox"/> GST Registration No. <input type="checkbox"/> Copy of Passport of Partners <input type="checkbox"/> 2 Photographs each of Directors/Partners/Authorized signatories
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- Note:**
1. In case of Company, two copies each of the documents mentioned in the checklist duly certified by Company Secretary or other authorized body to be attached with the KYC Form.
 2. Two certified copies each of the above documents mentioned in the checklist, applicable as per nature of the firm, to be attached with the KYC Form.
 3. In addition to above, documents deemed necessary, if any, shall be obtained by the concerned Division / Branch before entering into any dealing(s) with the party(ies).
 4. An indemnity on a stamp paper (as per prevailing state stamp duty) as per annexure (attached) to be submitted with KYC Form.

I/We hereby declare that the particulars given herein above are true, correct and complete to the best of my/our knowledge and belief, the documents submitted in support of this Form KYC are genuine and obtained legally from the respective issuing authority. In case of any change in any of the aforementioned particulars, I/we undertake to notify you in writing failing which the above particulars may be relied upon.

Place

Signature _____

Date

Official Stamp

Name :

Designation

Annexure

Indemnity (to be attached with KYC Form)

I/We _____ Director/s (or) Proprietor/s (or) Partner/s (or) Trustees of the company / firm / proprietorship is interested in having business relations / dealings with STC and pursuant to such interest I / We have submitted the duly filled up KYC form of my / our firm / company / trust and the details / information therein are true, correct and nothing material has been concealed and now in pursuant to the said submission I / We hereby further undertake to indemnify STC from any or all legal / other liabilities arising out of incorrect, false, incomplete details / information of our company / firm / trust or its employees / professionals / directors / partners / trustees who either have signed the KYC document or has represented us / me, including any of my / our power of attorney holder, before STC.

STC also stand absolved of any liability on account of fraud or breach of trust caused by us / me or our professionals / employees / representatives for the contents and declarations given under the above said KYC declaration.

STC shall also be indemnified for any consequential action taken by STC in order to protect its interest or in order to defend any suit or legal action for itself or for and on behalf of us / me, to the extent of money / cost / legal expenses / interest imposed upon, due to any of the reason mentioned above.

Place

Signature _____

Date

Name:

Designation:

(to be executed on a stamp paper of Rs.100/-)